

# **Schedule 18**

## **COUNTY COURTS**

**October 8, 2008**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

SCHEDULE

**18**

AGENCY, BOARD OR COMMISSION

**SUPREME COURT**

DIVISION, BUREAU OR OTHER UNIT

**COUNTY COURT**

Supersedes Edition of August 5, 2008

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

  
STATE COURT ADMINISTRATOR

DATE

Sept 25, 2008

**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



STATE ARCHIVES

DATE

10/07/2008

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

  
STATE RECORDS ADMINISTRATOR

DATE

10/8/08

RMA 01005D

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the Local Agencies General Records Schedule #24 contains those records common to most local government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review or transfer to the NE State Historical Society (State Archives), your agency is required to contact the State Archives and negotiate the transfer. Additionally, once the records are accessioned to their collection, they become the possession of the State Archives. Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Specialist in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE 18 – COUNTY COURTS**

### **18-1        ADOPTION RECORDS**

#### **18-1-2        ADOPTION CASE FILES**

This is a CONFIDENTIAL RECORD (See 43-113, R.R.S. 1943) which includes, the name of the person adopted, the identity of the attorney, and all original papers filed in the court.

**ORIGINAL RECORD: Retain permanently or, microfilm and destroy originals.**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

#### **18-1-1        ADOPTION REGISTER OF ACTIONS (UPDROA)**

This is a CONFIDENTIAL RECORD (See 43-113, R.R.S. 1943). Index to adoption records, listing both child and parents. It also lists case number, all fees paid, reason for payment, file-stamp dates, and date of entry of each court order and judgment.

**ORIGINAL RECORD: Retain permanently or, microfilm and destroy originals.<sup>2</sup>**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

### **18-3        BOND RECORDS**

#### **18-3-2        BONDS (FORMERLY ALL OTHER BONDS)**

Bonds of personal representatives, administrators, conservators, executors, guardians, and trustees, as well as appeal, appearance, bail, and cost bonds are maintained as part of the case file, and are not kept separately.

**NOT FILED CRIMINAL CASES: Dispose of after 3 years or until audit has been completed, whichever is longer.<sup>1</sup>**

**OTHER BONDS: Retain in appropriate case file and follow the disposition schedule which applies to that case.**

#### **18-3-3        COUNTY OFFICIALS' BONDS AND BOND RECORD**

Record of bonds executed to guarantee performance of duties by the county clerk and members of the county board as well as the bonds themselves. See §25-209, R.R.S 1943 (statute of limitations).

**Dispose of 10 years after release, replacement or expiration of the bond.**



## **18-4                      CIVIL RECORDS**

### **18-4-2              CIVIL, SMALL CLAIMS, AND CONDEMNATION CASE FILES**

All original papers, documents, and court orders filed in a case.

**CIVIL AND SMALL CLAIMS CASE FILES:** Dispose of 5 years after the date a case is dismissed or a judgment satisfied; otherwise dispose of 15 years after the date the last pleading in the case was filed.

**CONDEMNATION CASE FILES:** Dispose of 20 years after the date the last pleading in the case was filed, subject to review by the State Archives for possible accession.

### **18-4-1              CIVIL, SMALL CLAIMS AND CONDEMNATION REGISTERS OF ACTION (UPDROA)**

Registers of action summarize the activity in a case. These records contain the names of the parties and their attorneys, the kind of action, the date and amount of judgment, a record of fees and costs, the date of filing and a brief summary of the contents of each paper filed and the date of entry and a summary of each order of the court. Until 2000, Registers of action were on cards filed in alphabetical order, replacing the Index. Currently all information is retained the JUSTICE computer system.

**CIVIL AND SMALL CLAIMS CASES:** Dispose of 15 years after the date the last pleading was filed.<sup>2</sup>

**CONDEMNATION CASES:** Dispose of 20 years after the date the last pleading was filed, subject to review by State Archives for possible accession.<sup>2</sup>

## **18-5                      ESTATE RECORDS**

### **18-5-1              ESTATE CASE FILES**

Files contain original papers relating to a case. A sample of documents which might be found in a file includes: petitions; wills; letters appointing a personal representative, guardian or conservator; bonds; oaths; inventories; appraisals; affidavits of publication; claims against the estate; pleadings; and orders of the court.

**ORIGINAL RECORD:** Retain permanently; OR, microfilm and destroy originals pursuant to section 18-13. Records not microfilmed may be transferred to the State Archives after 100 years.<sup>2</sup>

**SECURITY MICROFILM:** Transfer to the State Archives.

**MICROFILM WORK COPY:** Retain permanently.

### **18-5-5 ESTATE FEE BOOK OR PROBATE FEE BOOK (DEFUNCT)**

Separate book used to record all of the fees paid in an estate case. Information in this record is now recorded on the ESTATE REGISTER OF ACTIONS. The record includes: the case number; the case caption; the date each paper was filed or issued; dates of court orders and the judgment; and an accounting of all fees paid, including the date, name of person making payment, amount of payment, and the name of person entitled to payment, and reason for payment.

**FEE BOOKS USED AS A MICROFILM INDEX:** Retain permanently or, microfilm and destroy originals pursuant to section 18-13. Records not microfilmed may be transferred to the State Archives after 100 years.<sup>2</sup>

**SECURITY MICROFILM:** Transfer to the State Archives; retain permanently.

**MICROFILM WORK COPY:** Retain permanently.

**FEE BOOK NOT USED AS A MICROFILM INDEX:** Dispose of after 5 years provided audit has been completed.<sup>1</sup>

### **18-5-2 ESTATE INDEX**

Alphabetical index to estate cases, providing first and last names, case number, the docket and page if recorded in an obsolete docket book, and the roll and frame if microfilmed.

**ORIGINAL RECORD:** Retain permanently or, microfilm and destroy originals pursuant to section 18-13. Records not microfilmed may be transferred to the State Archives after 100 years.<sup>2</sup>

**SECURITY MICROFILM:** Transfer to the State Archives.

**MICROFILM WORK COPY:** Retain permanently.

### **18-5-3 ESTATE REGISTERS OF ACTION AND INDEX**

A summary of case activity contained on a card which is filed alphabetically to provide an index. Until 2000, this record served as the probate record, fee book, and general index to probate records which are required by §24-554, R.R.S. 1943. A sample of the information contained on the card includes: case number; filing date; case type; names of the deceased or protected person, personal representative, guardian or conservator, and attorneys; payments received by the court with date of receipt and name of payer; claims filed; etc. Current information is retained on the JUSTICE computer system.

**ORIGINAL RECORD:** Retain permanently or, microfilm and destroy originals pursuant to section 18-13. Records not microfilmed may be transferred to the State Archives after 100 years.<sup>2</sup>

**SECURITY MICROFILM:** Transfer to the State Archives.

**MICROFILM WORK COPY:** Retain permanently.

### **18-5-6 GUARDIANSHIP DOCKET (DEFUNCT)**

This is an alphabetical index to guardianships. The information on this form is now included on the ESTATE REGISTER OF ACTIONS. Information contained on this record includes: case number, classification of guardianship, and fee book and page or roll and frame where the case is recorded.

**ORIGINAL RECORD:** Retain permanently or, microfilm originals pursuant to section 18-13. Records not microfilmed may be transferred to the State Archives after 100 years.<sup>2</sup>

**SECURITY MICROFILM:** Transfer to the State Archives; retain permanently.

**MICROFILM WORK COPY:** Retain permanently.

**18-5-8 INDEX TO WILLS DEPOSITED FOR SAFEKEEPING AND WILLS NOT PROBATED**

This record includes: the date each will was deposited; an alphabetical listing of the names of people making wills; the name of the person who delivered the will for filing; and the final disposition of the will. This is required by §25-2757, R.R.S. 1943.

**ORIGINAL RECORD: Retain permanently or, microfilm and destroy originals.<sup>2</sup>**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

**18-5-9 WILLS DEPOSITED FOR SAFEKEEPING AND WILLS NOT PROBATED**

This is required by §30-2355, R.R.S. 1943.

**Deliver to appropriate person or court upon request or, dispose of 100 years after deposited with the court.**

**18-6 FISCAL RECORDS**

**18-6-1 AUDIT REPORTS**

Audits authorized by the county board and internal audits reporting on the regularity of all fiscal accounts and records.

**Dispose of after 3 years.<sup>1</sup>**

**18-6-2 CASH AND FEE SHEETS (OBSOLETE 2007)**

Daily cash journal of all receipts and disbursements, recorded in loose-leaf binders.

Information is collected from and duplicated in ADOPTION, CIVIL AND CONDEMNATION, CRIMINAL, AND ESTATE REGISTER OF ACTIONS. Accounts which are not settled (where money is held by the court) are contained in the TRUST FUND LEDGER.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**18-6-3 INHERITANCE TAX STATEMENTS**

Statements to treasurer by county judge and clerk magistrate concerning parties who are known or presumed to owe inheritance taxes. See §77-2030, R.R.S. 1943.

**Dispose of after 1 year, provided audit has been completed.<sup>1</sup>**

**18-6-4 INVENTORY REPORTS**

Annual inventory report to the county clerk of all county personal property maintained by the clerk of the county court as provided in §23-346 and §23-350. See §24-590, R.R.S. 1943.

**Dispose of 1 year after superseding inventory is taken, provided audit has been completed.<sup>1</sup>**

**18-6-5 RECEIPTS**

**Retain paper receipts in and dispose of with the appropriate case file.**

**18-6-7            REPORT OF COUNTY JUDGES' RETIREMENT FUND FEES**

Courts' copy of recurrent report showing fees collected and transmitted to the Director of the Nebraska Retirement Systems for the County Judges Retirement Fund. Payment to the State Treasurer accompanies this report.

**Dispose of after audit has been completed.<sup>1</sup>**

**18-6-8            TRUST FUND LEDGER (OBSOLETE 2007)**

Unsettled accounts carried over from CASH AND FEE SHEETS or cases which carry an outstanding balance over a period of time. Time pay accounts in criminal and traffic cases are also included in this record.

**Dispose of after account is settled, provided audit has been completed.<sup>1</sup>**

**18-6-9            UNCLAIMED WITNESS FEE STATEMENT**

Quarterly statements to the county board of unclaimed fees in their possession. See §77-2401, R.R.S. 1943.

**Dispose of after audit has been completed.<sup>1</sup>**

**18-7              FELONY, MISDEMEANOR, AND INFRACTION**  
**RECORDS**

**18-7-1            CRIMINAL REGISTERS OF ACTION AND INDEX**

Prior to 2000, the CRIMINAL REGISTER OF ACTION was a card filed alphabetically by the last name of the defendant, which contained, case number; the defendant's name; attorneys for the State and defendant; charges filed; fees and costs; a summary of pleadings and orders filed in the case together with the filing date; etc. Currently all information is retained on JUSTICE computer system.

**ORIGINAL RECORD: Dispose of 15 years after date of initial filing of the case, subject to review by State Archives for possible accession.<sup>2</sup>**

**18-7-2            FELONY CASE FILES**

Original papers filed in felony cases. The county court conducts a bond hearing and a preliminary hearing in felony cases. If probable cause is found, the defendant is "bound over" (the case is transferred) to the district court for further proceedings.

**CASE BOUND OVER: Transfer the entire original record to the Clerk of the District Court.**

**CASE NOT BOUND OVER (PROBABLE CAUSE NOT SHOWN): Dispose of 2 years after the court's order.**

**CHARGE REDUCED TO MISDEMEANOR AND DISPOSED OF AS A MISDEMEANOR: See MISDEMEANOR CASE FILES.**

**18-7-3            MISDEMEANOR CASE FILES**

Previously called CRIMINAL CASE FILES, misdemeanor cases, include those originally filed as felonies but disposed of in the county court as misdemeanors.

**MISDEMEANORS NOT SUBJECT TO ENHANCEMENT AND CASES WHERE DEFENDANT FOUND NOT GUILTY: Dispose of 5 years after judgment is entered.**

**DWI CONVICTIONS AND OTHER ENHANCEABLE MISDEMEANORS: Dispose of 15 years after judgment is entered.**

**DISMISSED: Dispose of 2 years after court's order.**

### **18-7-5        TRAFFIC CASE FILES**

These contain the original documents in traffic cases, including: court's copy of the traffic citation; the waiver and plea of guilty signed by the defendant; receipt (if a copy is kept); and any pleadings or orders of the court.

**Dispose of 3 years after judgment was satisfied, provided audit has been completed.<sup>1</sup>**

### **18-7-4        TRAFFIC REGISTERS OF ACTION AND INDEX**

Until 2000, a card was maintained for each traffic infraction filed which included: traffic misdemeanors (excluding serious traffic offenses such as DWI which are criminal records), traffic ordinances and traffic infractions. The card listed the defendant's name; attorneys; charges filed; and a summary of events in the case. Some courts maintain the record on computers. The information on the card was transmitted to the Department of Motor Vehicles (DMV). For failures to appear, a report sent to DMV resulted in the suspension of the defendant's license to drive. Currently all information is retained on JUSTICE computer system.

**ORIGINAL CARDS: Dispose of 3 years after judgment was entered, provided audit has been completed.<sup>1, 2</sup>**

## **18-8        GENERAL COURT RECORDS**

### **18-8-1        COURT CALENDAR**

Judges' calendar of cases to be heard in county court.  
**Dispose of when no longer of administrative value.**

### **18-8-2        DEPOSITIONS**

A deposition is the testimony of someone who may know about a case, taken under oath, and committed to writing and authenticated by a court reporter. Under new discovery rules, depositions should not be routinely filed with the court.

**SEALED DEPOSITIONS (NOT USED IN THE CASE): Dispose of after the case is closed and the time for appeal has expired without an appeal being filed.**

#### **DEPOSITIONS USED IN COURT:**

**CIVIL AND EQUITY CASES: Dispose of 1 year after the last matter has been decided.**

**CRIMINAL CASES: BINDOVERS FROM PRELIMINARY HEARINGS: Transfer to the district court when the case is bound over.**

**OTHER CRIMINAL CASES: Dispose of 1 year after the date when the records of the court show no unfinished matter pending in the case, including payment of the fine, service of sentence and from probation or parole.**

### **18-8-3 EXCEPTIONS, BILLS OF**

A transcript of testimony including an index showing each witness in the order called, witnesses direct, cross or further examinations, DEPOSITIONS and EXHIBITS, and pages where they are identified, offered, ruled and found; stipulations, motions to dismiss or to instruct a verdict, together with rulings thereon, and page(s) where they are found; and Certificate of Court Stenographer.

**CIVIL AND PROBATE CASES:** Dispose of one year after the records of the court show no unfinished matter pending in the case.

**CRIMINAL CASES:** Dispose of one year after the records of the court show no unfinished matter pending in the case, including payment of the fine, service of the sentence and release from probation.

### **18-8-4 EXHIBITS**

Exhibits offered or received in evidence in the trial of any action, or materials which have been substituted for those exhibits (such as a photograph instead of a bulky object) pursuant to the rules of the Nebraska Supreme Court, and which remain in the custody of the court after the trial of the case. Release or substitution of exhibits is governed by the rules of the Nebraska Supreme Court, and this disposition item applies only to EXHIBITS which have not been released and therefore remain in the custody of the court.

**CIVIL AND DOMESTIC RELATIONS CASES:** Dispose of according to the rules of the Nebraska Supreme Court 1 year after the date when court records show no unfinished matter is pending in the case, subject to review by the State Archives for possible accession.

**CRIMINAL CASES BOUND OVER TO DISTRICT COURT:** Return to the attorney who introduced them at the close of the preliminary hearing.

**OTHER CRIMINAL CASES:** Dispose of according to the rules of the Nebraska Supreme Court 1 year after the date when court records show no unfinished matter pending in the case, including payment of the fine, service of the sentence and released from jail, probation, or parole.

### **18-8-5 FIREARM CERTIFICATE APPEALS**

Appeal received by the court after police or sheriff denial of a firearm certificate. May include application, copy of criminal history documents, letter of denial, and court decision. **Dispose of 3 years after court decision.**

### **18-8-9 GENERAL INDEX (DEFUNCT) (OBSOLETE 1998)**

Records showing the last name of all parties in county court listed in alphabetical order by last name. Information includes: parties' names; type of case; filing date; case number, docket and page, or roll and frame of microfilm.

**Transfer to the State Archives when no longer needed; retain permanently.**

### **18-8-6 RECEIPT FOR COURT PAPERS BOOK**

Record of court papers checked out, who took them, and when they were returned.

**Dispose of when no longer of administrative value.**

### **18-8-10 SHORT RECORD (DEFUNCT) (OBSOLETE 1998)**

This record, used in a few courts, appears to have served as an index to cases. Information includes: parties' names; attorneys; and docket and page or roll and frame where the case is located.

**Transfer to the State Archives when no longer needed; retain permanently.**

### **18-8-7 TESTIMONY AND PROCEEDINGS RECORDING TAPES**

Recordings of testimony on audio tapes or disks which are maintained in all cases. When transcribed and certified according to court rule, these recordings become the bill of exceptions.

**CRIMINAL CASES:** Erase tape 30 days after appeal time has elapsed for every case on the tape or after 15 years if the tapes contain records of enhancible offenses.

**CIVIL AND DOMESTIC RELATIONS CASES:** Erase tape 30 days after appeal time has elapsed for every case on the tape.

**ADOPTION CASES:** Retain permanently.

**JUVENILE CASES:** Erase after the juvenile in each case on the tape has reached the age of majority or is otherwise no longer subject to juvenile court jurisdiction.

**PROBATE CASES:** Erase 30 days after appeal time has elapsed for every case on the tape.

**SMALL CLAIMS CASES:** Erase 30 days after appeal time has elapsed for every case on the tape.

**MULTIPLE TYPES OF CASES ON ONE TAPE:** A tape which contains several types of cases, each with its own retention period, should be erased pursuant to the records retention rule for the case requiring the longest retention.

### **18-8-8 WIRETAP RECORDS**

Applications, Orders, Oaths or Affirmations, Statements of Procedures, Extensions, wire or tape recording, pen registers, trap-and-trace device records, and judges' reports. See §86-705 (8), R.R.S. 1943.

**Dispose of 10 years after the last action on the matter provided the judge has ordered destruction.**

## **18-10 JUSTICE CASE MANAGEMENT REPORTS**

### **18-10-3 ACTIVE WARRANT REPORT – JUSB3486**

List of active warrants.

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

### **18-10-4 AGE OF CASES PENDING SUMMARY REPORT- JUSB0224**

Lists number of total pending, open and reopened cases broken down by certain monthly increments for each case type and subtype including a total number of warrants issued for the case type.

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

### **18-10-5 AGE OF CASES PENDING DETAIL REPORT- JUSB0225**

List of individual cases per subtype, how many months pending, whether a warrant or suspension exists on the case.

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

### **18-10-6 CASES EXCEEDING PROGRESSION STANDARDS REPORT- JUSB3474**

A report of individual juvenile cases more than 6 months old, displaying date filed and/or reopened.

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

**18-10-7 CASES FILED REPORT- JUSB0222**

List of case types and current status of each case filed for a given month. It includes cases pending from the previous month, adds all cases filed and reopened cases, plus all cases disposed of, all cases appealed and ends with a pending total. This report is automatically filed by the 10<sup>th</sup> of each month with the AOC.

**PAPER RECORD: Dispose of paper copy after AOC prints annual case load report.<sup>2</sup>**

**18-10-8 CASES/MOTION UNDER ADVISEMENT – JUSB4622**

List of cases where either CMDECIDE, CADVISE or MADVISE appear as future actions.

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

**18-10-9 CIVIL/CRIMINAL CASES AT ISSUE – JUSB3477**

Provides detailed statistical information for Civil, Domestic Relations, Criminal, Traffic and Juvenile cases regarding at issue cases.

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

**18-10-10 CIVIL DISPOSITIONS REPORT – JUSB0223**

Lists a summary of the number of cases in each area that were disposed and how the cases were disposed of during the month. The report also includes a count of appeals from trial court or administrative agencies that were disposed during the month. (RPTCIDSP)

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

**18-10-11 CONTINUANCE REPORT – JUSB3480**

Calculates and lists the number of continuances granted by a judge for the month of the report.

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

**18-10-12 COURT ACTION REPORT (FOSTER CARE REVIEW BOARD) - JUSB3636**

A report designed for FCRB with information desired to assist Foster Care. It is processed by JUSTICE every Saturday.

**ORIGINAL RECORD: Send to Foster Care Review Board every week.**

**COPY: File in case file and dispose of after jurisdiction of minor is terminated.<sup>2</sup>**

**18-10-13 CREATE DMV ABSTRACT FOR NETVIEW< DM PICKUP - JUSB3836**

A report printed automatically by JUSTICE listing those cases where abstracts have been sent to the Department of Motor Vehicles.

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

**18-10-14 CRIMINAL CONVICTIONS REPORT – JUSB3475**

Lists the number and percentage of felony and misdemeanor cases disposed before trial and after a court trial.

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**



**18-10-15 CRIMINAL/TRAFFIC - JUVENILE DISPOSITIONS REPORT- JUSB3478**

Report includes method of criminal, traffic and juvenile cases disposed, such as dismissal, transfers and guilty/admission pleas in court. This report is automatically filed by the 10<sup>th</sup> of each month with the Administrative Office of the Court.

**PAPER RECORD: Dispose of after AOC prints annual case load report.<sup>2</sup>**

**18-10-16 DAILY WARRANT RETURN LIST- JUSB3590**

List of warrants returned on the previous day.

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

**18-10-17 DISMISSALS/NO SERVICE – JUSB4038**

List of civil cases with the case status “open”.

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

**18-10-18 DISMISSALS/SUPREME COURT RULE – JUSB4037**

List of civil cases with the case status “open”. Depending upon the presence of certain action codes and the absence of other action codes or no activity for seven months, the case will be closed and a report produced showing which cases were closed.

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

**18-10-19 DISPOSITION DETAIL REPORT – JUSB1223**

List of closed cases by disposition type for the previous month.

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

**18-10-20 EXTRACT DMV RECORDS FOR PICKUP BY NETVIEW/DM – JUSB3835**

List of records sent to DMV due to Failure to Comply.

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

**18-10-21 NON COMPLIANCE REPORT–FAILURE TO APPEAR - JUSB3832**

List of traffic and criminal cases where the defendant has not appeared by the date on Update Case/Party Information (UPDCASE) or on Complete Scheduled Actions (COMACTS).

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

**18-10-22 NON COMPLIANCE REPORT – FAILURE TO PAY - JUSB3831**

List of traffic and criminal cases where the defendant has not paid costs and/or judgments by the date due on Traffic/Criminal/Juvenile – Dispositions (TCJDISP).

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

**18-10-23 OFFICER'S REPORT OF DISPOSED CASES - JUSB3500**

List of disposed cases sorted by officer issuing the citation which is sent to the officer and/or their office of jurisdiction.

**The court does not retain a paper copy of this report.<sup>2</sup>**

**18-10-24 OVERDUE ACTIONS REPORT - JUSB0220**

Lists of actions which have reached the date noted and have become overdue.

**PAPER RECORD: Dispose of after all overdue action have been resolved.<sup>2</sup>**

**18-10-25 PERCENT CASE DISPOSITIONS REPORT – JUSB0226**

List of Type of Proceeding, Total Dispositions, Cases Disposed Without Contest, Percent Disposed Without Contest, and Cases Disposed by Contest and Percent Disposed by Contest for the month. (RPTPCDSP)

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

**18-10-26 PROBATE REPORT 18 MONTHS OR LONGER - JUSB4542**

List of probate cases pending for 18 months or longer based on the Supreme Court Rule that no more than 10% of all cases should be 24 months or older.

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

**18-10-27 REPORT OF NON-CASE RECEIPTS – JUSB0228**

List of receipts that were not attached to a case.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1, 2</sup>**

**18-10-28 WEIGHTED CASELOAD REPORT – JUSB3471**

List of dispositions and reopened reasons by case type.

**PAPER RECORD: Dispose of after 6 months.<sup>2</sup>**

**18-11 JUSTICE FINANCIAL REPORTS**

*(Based upon your court's batch scheduler, reports may print out daily, weekly, or monthly.)*

**18-11-1 AUTOMATIC CLAIMING REPORT - JUSB3010**

Two reports which list cases in which costs are not included in the automatic claiming process.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1, 2</sup>**

**18-11-2 BOND ASSIGNEE REPORT - JUSB4621**

A report identifying an assignee to a bond prior to a case being filed.

**PAPER RECORD: Dispose of after adding the assignee to the bond and the case filed, provided monies have been adjusted payable to assignee.<sup>1, 2</sup>**

**18-11-3 BONDS HELD REPORT - JUSB4522**

A report listing bond monies currently being held in trust includes receipt numbers, bond numbers, case ID and status.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1, 2</sup>**

**18-11-4 CASE BALANCE REPORT – CASEBALR**

A report containing case number, receipt number, payment type, when received and the amount being held within that case, and if 'Hold Disbursement' indicator is turned on.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1, 2</sup>**

**18-11-5 CHECK RECONCILIATION – CKRECON**

A report showing balance on JUSTICE with the bank account, listing current bank balance, JUSTICE balance, cleared checks, outstanding checks and net deposit since statement date. Also includes a listing of EFT deposits, if any, and non-same day voids.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1, 2</sup>**

**18-11-6 CLAIM REPORTS GIVEN TO TREASURER – JUSB3007**

Listing of all cases and amounts claimed to the county treasurer or municipalities for payment to the court.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-7 COURTWIDE RECEIPT/DISBURSEMENT HISTORY – JUSB0116**

List of financial transactions, receipts, checks, adjustments and voids occurring during a specific time frame.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-8 CUMULATIVE ACCOUNT BALANCE REPORT – CUMACTOT**

Report displaying cumulative General Ledger accounts, total receipts, total disbursed, net adjustments, ending balance within a given time frame.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-9 DAILY BALANCE REPORT - JUSB3455**

Report of balance in general ledger, month-to-date case balance, non case balance and variance, if any; also shows adjusted bank balance, investments accounts, if any, and total amount of bank account. The report cannot be printed on demand.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-10 DAILY DEPOSIT REPORT – JUSB3808**

Deposit information for the court's checking account and court ordered investments. It prints nightly or may be printed on demand.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-11 DAILY G/L ACCOUNT BALANCES – DLYACTOT**

Report of total amounts receipted, disbursed, and adjusted by court into each general ledger account for a given day.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-12 FEE FORECAST REPORT- DETAIL- JUSB3416**

A report listing all cases where financial activity has been receipted to match what comprises the total of the Summary Fee Forecast Report.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-13 FEE FORECAST REPORT - SUMMARY – JUSB3416**

List of General Ledger (G/L) accounts and respective amounts due to each agency.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-14 FORFEITED BONDS OVER 90 – JUSB3520**

Report of bonds which contain a Declaration of Forfeiture date that is greater than 90 days.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-15 HOLDING ACCOUNT – JUSB4525**

A report of the 999 general ledger account containing monies not applicable to other specific general ledger accounts. It may be within a case or receipted as a non-case receipt.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-16 MONTHLY FEES/FINES RECEIPT SUMMARY – JUSB3482**

List of fees and fines containing monetary and non-monetary receipts for a given month.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-17 MTD CASE BALANCE REPORT – MTDCASE**

List of cases showing financial activity of receipts, disbursements, adjustments and the month-end balance within cases.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-18 MTD G/L ACCOUNT BALANCE REPORT - ACCTBAL**

Summary of general ledger activity for month.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-19 OVERDUE CASE ACCOUNT REPORT - JUSB3470**

List of cases with overdue amounts for the month, excluding restitution.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-20 OVERDUE CASE ACCOUNT SUMMARY REPORT - JUSB3472**

Summary of overdue cases and amounts by case type for the month.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-21 OVERDUE CASE ACCOUNT RESTITUTION REPORT - JUSB3476**

List of cases where restitution only amounts are overdue within the month.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-22 OVERPAYMENT GENERAL LEDGER ACCOUNT REPORT- JUSB4549**

An automatic month-end listing of a general ledger account where overpayments had been receipted. After 3 years, overpaid amounts are adjusted to Unclaimed Property and paid to the State Treasurer.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-23 RECEIPTS AUTOMATICALLY TRANSFERRED TO CASES – JUSB3460**

Report of non-case receipts transferred into cases, whether it closed or did not close.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-24 RECEIPTS BY CASH DRAWER - RCPTBCD**

A detailed listing of payment type, receipt number, receipt date, amount of the receipt, case number, the user who issued the receipt, check number of the payer's check, totals of receipts by payment type of Cash, Check or Credit Card, and a grand total.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-25 REPORT OF CASH SHORT/LONG TRANSCATIONS - JUSB4528**

The report provides receipt information of a receipt that was either long or short.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1,2</sup>**

**18-11-26      REPORT OF NON-CASE RECEIPTS – JUSB0228**

List of receipts that are not attached to a case.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1, 2</sup>**

**18-11-27      STATEMENT OF CASH POSITION – STMTCASH**

An annual fiscal report listing assets and liabilities of the court's finances.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1, 2</sup>**

**18-11-28      UNCLAIMED PROPERTY WORKSHEET - RPTUNCCK**

Report identifying monies held by the court greater than a 3-year period for remittance to the State Treasurer.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1, 2</sup>**

**18-11-29      UNPAID INHERITANCE TAX REPORT TO COUNTY ATTORNEY-  
JUSB3408**

A list of all cases in which the inheritance tax was not paid in the previous year. This report is given to the county attorney for his review and appropriate action.

**PAPER RECORD: Dispose of after 3 years, provided audit has been completed.<sup>1, 2</sup>**

**18-12          MARRIAGE RECORDS**

Transfer all marriage records to the County Clerk.

**8-13          AUTHORITY FOR DISPOSAL OF RECORDS AFTER  
MICROFILMING**

Unless specifically prohibited under a separate record series listing, all records of the court may be destroyed immediately after microfilming, provided that the following provisions are met before disposal of such records:

1. The micrographics project shall be registered with the State Records Administrator.
2. All micrographics recording shall be done in accordance with State Records Administrator's Rule 430 NAC 7, Micrographics Standards.
3. A sample of the micrographics system shall have been inspected and approved by the State Records Administrator before such document disposal.

Records Management Division  
440 S 8<sup>th</sup> Street  
Suite 210  
Lincoln, NE 68508-2294  
(402) 471-2559

**DELETED**

18-2	<b><u>BIRTH AND DEATH RECORDS (OBSOLETE RECORDS)</u></b>
18-2-3	<b>CORRECTION OF BIRTH OR DEATH CERTIFICATES (OBSOLETE SEPTEMBER 6, 1985)</b>
18-7-2	<b>CRIMINAL INDEX (OBSOLETE)</b>
18-7-1	<b>CRIMINAL DOCKETS (OBSOLETE)</b>
18-2-2	<b>DELAYED BIRTH FILES (OBSOLETE SEPTEMBER 6, 1985)</b>
18-2-1	<b>DELAYED BIRTH REGISTRATION DOCKET (OBSOLETE SEPTEMBER 6, 1985)</b>
18-5-4	<b>ENTRY BOOK AND ESTATE BOOK (OBSOLETE)</b>
18-6-6	<b>MONTHLY STATEMENT OF FEES (OBSOLETE)</b>

**TRANSFERRED RECORDS**

18-9	<b><u>JUVENILE RECORDS to 80</u></b>
18-10-5	<b>DEPOSITIONS to 80-4-1 (Juvenile only)</b>
18-10-6	<b>EXHIBITS to 80-1-2 (Juvenile only)</b>
18-10-10	<b>EXCEPTIONS, BILLS OF to 80- 1-1 (Juvenile only)</b>
18-10-7	<b>TESTIMONY AND PROCEEDINGS RECORDING TAPES to 80-4-12 (Juvenile only)</b>
18-9-3	<b>INVESTIGATIONS to 80-4-2</b>
18-9-9	<b>JUVENILE CASE DOCKETS to 80-4-3</b>
18-9-2	<b>JUVENILE CASE FILES to 80-4-4</b>
18-9-8	<b>JUVENILE COURT DOCKET SHEETS to 80-4-5</b>
18-9-7	<b>JUVENILE COURT JOURNAL to 80-4-6</b>
18-9-6	<b>JUVENILE COURT STATISTICAL FORM to 80-4-7</b>
18-9-1	<b>JUVENILE REGISTER OF ACTION AND INDEX to 80-4-8</b>
18-9-4	<b>PARENTAL NOTIFICATION WAIVER CASE FILES to 80-4-10</b>
18-9-5	<b>PARENTAL NOTIFICATION WAIVER DOCKET to 80-4-11</b>

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**NOTE**

1. *These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.*
2. *Electronic Records: The JUSTICE computer system contains the official index and records of the court. These electronic records are kept permanently. Courts are instructed to perform backup of computer records daily, or monthly depending upon system usage, etc. These backups may be disposed of after a subsequent backup is performed.*

## RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>440 S. 8<sup>TH</sup> STREET SUITE 210</b> <b>LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

### REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D

## VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			<b>1</b>	<b>20 Kb</b>
			<b>52</b>	<b>1 Mb (1024 Kb)</b>
			<b>53,687</b>	<b>1 Gb (1024 Mb)</b>
<b>N/A</b>	<b>N/A</b>	<b>2,204 lbs (1 metric ton)</b>	<b>220,000</b>	<b>4.1 Gb</b>
<b>Records center carton</b>	<b>1 Cu. Foot</b>	<b>16.66 lbs</b>	<b>1,667</b>	<b>32 Mb</b>
<b>Vertical File Cabinet, 4 drawer letter- size</b>	<b>6 Cu. Feet</b>	<b>100 lbs</b>	<b>10,000</b>	<b>190 Mb</b>
<b>Vertical File Cabinet, 4 drawer legal- size</b>	<b>8 Cu. Feet</b>	<b>133.3 lbs</b>	<b>13,333</b>	<b>254 Mb</b>
<b>About a pickup load</b>	<b>50 Cu. Feet</b>	<b>7,500 lbs</b>	<b>748,638</b>	<b>14 Gb</b>